
EMPLOYMENT NOTICE

Taconic Resources for Independence, Inc. is dedicated to empowering persons with disabilities to lead self-directed lives in the community with independence, full inclusion and dignity.

POSITION: Finance Director

Salary: \$68,000 - \$72,000

****Please do not respond online; only email submissions to L.tarricone@taconicresources.org will be reviewed****

Description: The Finance Director will hold a key role in the organization by handling a wide range of nonprofit 501(c)(3) financial, administrative, and human resources tasks. The Finance Director oversees the organization's financial accounting systems and functions maintaining strong internal controls in full compliance with generally accepted accounting principles (GAAP).

Responsibilities:

Financial

- Maintain financial books and records according to generally accepted accounting principles and organizational policies
- Ensure documentation and processes are in place for facilitating a smooth yearly financial audit, including working with auditors to manage processes
- Manage Accounts Payable/Accounts Receivable; supervise/record all financial transactions and revenue expenditures
- Prepare checks and process monthly payments
- Prepare the annual organizational budget; oversee financial audits and manage grant funding
- Review and submit year-end state and federal tax documentation for review
- Submit monthly financial reports to the Board of Directors for review

Grant Contracting/Administration

- Work with the Executive Director to maintain fiscal oversight of programs
- Compile financial reports for the distribution of monthly and quarterly reports to funders
- Oversee the development and administration of agreements, memorandums of understanding, and contracts
- Monitor program budgets, including tracking and documenting matching funds, and prepare regular financial reports
- Read and correctly interpret federal and state procurement regulations to maintain organizational compliance with said regulations. This includes the CFR, Office of Management

and Budgets (FFATA and FSRS) agency implementation of those regulations, and the Uniform Guidance 2 CFR 200 and audit regulations

- Review of grant and vendor contracts and agreement prior to execution, and provide oversight and management of those agreements after execution as appropriate
- Source new vendors as needed and maintain relationship with existing vendors, including obtaining W-9s and preparing 1099 forms, insurance certificates and similar information.
- Manage office supply inventory, including obtaining quotes and purchasing additional supplies.
- Handle all insurance arrangements
- Maintain IT and equipment inventory and facilitate new IT equipment upgrades and purchases as necessary, including managing relationships with all external technology providers

Human Resources

- Maintain archives of employee and intern personnel record.
- Review, prepare, and process bi-weekly payroll
- Manage health insurance, retirement, and other staff benefit administration

Qualifications:

- The minimum qualifications are bachelor's degree in related field and five years of experience working with **nonprofit accounting practices, grant management and financial reporting requirements specific to nonprofit organizations.**
- The successful candidate will oversee payroll processing, accounts payable and receivable, and cash flow management, ensuring the organization's financial resources are managed efficiently and effectively.
- The successful candidate must have proven time management skills with the ability to handle multiple tasks effectively.
- The successful candidate must possess full proficiency in QuickBooks Online, Microsoft Office suite (Excel, PowerPoint, Word, Outlook, Teams; Access a plus) and other web-based project management and tracking systems, with the ability to learn new applications.

Assessment of these skills will be part of the application process. The application process will also include a background/credit check.

Competitive salary; full benefits/no cost share; generous PTO

Please submit a cover letter and resume to: Lisa Tarricone: L.tarricone@taconicresources.org

Please do not respond online; only email submissions to L.tarricone@taconicresources.org will be reviewed

Taconic Resources for Independence, Inc. committed to discrimination-free workplace and to providing equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national orientation, age, pregnancy, mental or physical challenging condition, marital status amnesty, political affiliation, status as a covered veteran, or are the protected characteristics in accordance with applicable federal, state, and local laws.

AN EQUAL OPPORTUNITY EMPLOYER